

## ARIZONA GEOGRAPHIC INFORMATION COUNCIL

(AGIC)

**The next Board meeting will be held in PHOENIX on Thursday, March 7, 1996.  
There will be NO lunchtime presentation prior to the Board meeting.**

**CALL TO ORDER** - The Executive Management Board of the Arizona Geographic Information Council (AGIC) met on **Thursday, January 4, 1996** in the large conference room on the basement floor (B1) of the Arizona Department of Revenue (ADOR) facility, located at 1600 W. Monroe, in Phoenix. Gene Trobia, President of AGIC's Executive Management Board, called the meeting to order at 1:42 p.m. Mr. Trobia welcomed everyone and thanked them for coming.

**APPROVAL OF MINUTES** - Linda Strock seconded a motion from Seth Franzman in favor of approving the minutes from the November 2, 1995 Board meeting. The motion passed unanimously.

**BUDGET** - Lynn Larson said she believed a final monetary tally had been reached for the MAGIC '95 conference. Having reminded everyone that AGIC carried over \$4,000 in conference money at the end of 1993 and provided a deposit to Camelback Inn by March of 1995 for the MAGIC '95 conference, she proposed transferring \$3,600 from the current conference account to AGIC's general budget. Sally Lanier moved in favor of this proposal. Larry Fellows seconded the motion, which carried without opposition.

Confirmation was provided that interagency agreements and bills had been sent out for the purpose of collecting membership contributions. Ms. Larson expressed thanks to those groups that had contributed more than the \$100 minimum. Among them were the Arizona Department of Transportation (ADOT) and the Arizona Department of Economic Security (ADES), which contributed \$2,000 each.

Ms. Larson announced that the Arizona State Land Department (ASLD) would cover AGIC's postage and Intern costs for the remainder of the fiscal year (through June 1996). She said Gary Irish was currently seeking someone to fill the AGIC Intern position, which had been vacant since Michael Collins resigned.

**STRATEGIC PLAN** - Gene Trobia said he had received notes, compiled by the subcommittees, from MAGIC '95 sessions on the Strategic Plan. Gary Irish added that, in the past, the AGIC Intern incorporated changes into the Plan. Although the position is currently vacant, he confirmed that efforts are being made to find someone.

**Administrative & Legal** - Lynn Larson reported that several good resumes had come in from applicants interested in the State Cartographer position. The screening committee, approved during the November Board meeting, consists of Ms. Larson, Jon Chase, Seth Franzman, Don McTaggart, Ken Osborn, and Rudy Stricklan. A special summary form was composed for use in rating the candidates. Members of the screening committee were asked to complete and return their forms no later than January 5. Ms. Larson said preliminary interviews might also need to be conducted if responses failed to reveal a clear consensus regarding the top four or five candidates. Meanwhile, some furniture and equipment was already being procured or allocated for the State Cartographer's Office, and a work order was being initiated to have the necessary walls built.

Ms. Larson said the Administrative and Legal subcommittee had also dealt with the topic of attendance during its last meeting. They concluded that AGIC has some problems but is probably doing relatively well in relation to other groups, especially given that everyone seems to be operating under a significant amount of pressure. Although it would not be reasonable to expect 100 percent attendance at every meeting, several options were discussed as possible ways to improve participation.

The subcommittee suggested that quarterly meetings might someday be feasible, but not before the State Cartographer's Office is up and running. Video conferencing should also be kept in mind for the future but would probably be too difficult to implement right now. RSVP's would provide a more immediate benefit by alerting organizers to potential problems in establishing a quorum. Sending out reminders closer to the actual meeting dates and including, with the minutes, overall attendance charts and any materials to be discussed at the next meeting might also be helpful.

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In addition, the subcommittee felt there was a need to encourage Board members to participate more fully in subcommittee meetings and other AGIC activities. They proposed asking the Governor's Office to send out letters and certificates of appreciation. The letters could be sent directly to the agency heads, reiterating the importance of AGIC and intergovernmental cooperation and thanking them for supporting the Council and allowing their representatives to participate in AGIC activities. In those cases where attendance has been lax or nonexistent for a significant length of time, the agencies should be asked to nominate new representatives. Ms. Larson provided copies of the most recent attendance chart, covering 14 Board meetings, and a summary of the attendance percentages calculated. She pointed out that the Bylaws require each agency's appointed representative to attend at least 50 percent of meetings called by the President of the Board.

Amid further comments shared in the Board meeting, Jon Chase asked whether any thought had been given to allowing members to vote by facsimile or proxy. Frank Dukarm noted that verbal authorizations are risky, but confirmation was given that the current Bylaws do allow for voting by proxy as long as members provide written authorization. Voting by facsimile may also be acceptable, as long as the ballot is cast by a duly appointed representative or the official substitute. Wayne Hood suggested that forms be sent out, perhaps with the proposed letters and certificates, for the purpose of collecting, in writing, the names of official substitutes. A substitute can also be designated, in writing, for a specific meeting. Either method satisfies the prerequisite for casting a proxy vote, but members must be careful in communicating their intentions. As Sally Lanier pointed out, sometimes it is difficult to predict phrasing of items being voted on. Care must also be taken to ensure that only one person votes on behalf of any given agency. Linda Strock said this is especially true in very close votes.

With respect to meeting frequency, several questions surfaced: Are people generally in favor of quarterly meetings? If so, how would critical decisions be made between meetings? Would conference planning and participation be impacted? What other options are available that might help to minimize travel time and costs?

In theory, meeting less often should free up more time for other activities, but concerns were raised regarding the perceived loss of momentum in subcommittee activities with the transition to bimonthly meetings and the potential for an even greater loss with respect to both subcommittee and conference planning activities if quarterly meetings are implemented. Frank Dukarm confirmed that meeting less often generally means people are reminded less often and participate less. Consequently, having discussed the pros and cons, the Board decided to continue meeting bimonthly for now and revisit the topic later.

Additional suggestions for minimizing travel time and costs and dealing with critical issues between meetings included delegating responsibility to a subset of officers; authorizing necessary expenditures ahead of time, within defined limits; and conducting meetings by E-mail. A show of hands revealed that E-mail is not currently available to some members. The Board did, however, authorize the conference planning committee to proceed with planning activities. The motion was offered by Sally Lanier and seconded by John Chase.

**Data Resources** - Gary Irish summarized the status of each of the working groups, where most of the activity within this subcommittee is taking place. He reported that the Hydrography group had looked at 1:100,000-scale "beta" hydrography data from the U.S. Geological Survey (USGS) and was pursuing a cooperative development effort with the Maricopa County Flood Control District. Having compared the beta data to the County data set, which is believed to be one of the better sets in the country, the consensus was that few technical changes would be needed to complete the lakes and streams portions. The group hopes to establish a public information facility to help get the information out. This is, however, a very complex data base; so any additional help will be very much appreciated. The possibilities of putting an item in the AGIC Newsletter and holding a special meeting are being considered. Anyone interested in joining the effort was invited to contact Gary Irish or Bill O'Sullivan-Kachel.

The Parcels and Administrative Boundaries layer is also very complex. Jim Cristea has been chairing this group, but more participants are still needed, especially from local government.

Meanwhile, the Geodetic Control group has been putting final touches on recommendations for a report. Some changes will still be needed, but Mr. Irish said he felt it was a good document. The group is considering posting the final version, which will include some specification recommendations, on the Internet. Responding to a question from Gene Trobia, Mr. Irish suggested that anyone interested in reviewing the geodetic standards contact him until a process is actually defined.

The Transportation group has not yet been reassembled. This layer is especially important for health agencies and those providing emergency services. Mr. Irish said he had talked to Carol Giffin around the beginning of December regarding an ad hoc request for the National Mapping Division of the USGS. Based on discussions with other agencies, the potential for developing ad hoc projects, perhaps over a three-year period, appeared promising; so he forwarded some contact names to Ms. Giffin. Anyone else who is interested may get in touch with her through Mr. Irish. For now, the effort will probably focus on collecting general information and assessing interest across the state.

**Education/Information Exchange** - Sally Lanier offered a combined report, given that Chris English was unable to attend. She announced that MAGIC '96 had tentatively been scheduled for August 12 and 13 at Camelback Inn. Room rates and availability were key factors in the selection of summer dates. Ms. Lanier said that, although no contract had yet been signed and the deposit would not be due until one or two months before the conference, Scott Hutchinson had already sent out information to vendors. Many potential

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sponsors indicated that they were already booked up when they received their conference materials last year; so sending packets out earlier in the process will, hopefully facilitate greater vendor participation. Ms. Lanier said organizers hope to be able to communicate the actual conference topics when the registration materials are distributed. Consequently, she said the official Call for Presentations would also need to be sent out much earlier so that the list of topics can be finalized in time.

Several groups are holding GIS conferences in Arizona this year. One of them, the Southwest ARC/INFO Users Group, has scheduled its conference for this fall, in Flagstaff. Recognizing that their conference would probably be more technically oriented, Ms. Lanier declined an invitation to attend a planning session but suggested that the two groups keep each other in mind and avoid overlapping topics. Another group, URISA, contacted Ms. Lanier and offered a special discount rate for AGIC members. They sent informational handouts, which she made available at the Board meeting. She also encouraged URISA to advertise in the AGIC Newsletter.

Jon Chase asked for permission to solicit participation in MAGIC '96 planning from those attending an AM/FM Board retreat later that month. He said the group was trying to reinvent itself. One of its missions is education/training. Sally Lanier said the option was worth considering but wondered if working so closely with any one group could be construed as supporting that vendor, part of the reason she turned down the invitation earlier to have joint meetings with the Southwest ARC/INFO Users Group. While acknowledging that very few organizations had been as active in Arizona over the years and that it would be nice to have the additional help, she said the biggest difficulty might be in dealing with money. Gene Trobia asked whether the Board wished to entertain a motion to have Jon Chase discuss the option at the retreat, as requested, but no formal action was taken on the matter.

Having read a letter of resignation from her duties as chair of the Information Exchange subcommittee, Sally Lanier explained that she would still be involved in AGIC activities but that she could not continue to assume such an active leadership role in conjunction with her primary work responsibilities at the Arizona Game and Fish Department (AGFD). She expressed appreciation for those who had provided assistance, especially Dale Steele, Editor of the AGIC Newsletter. She also recommended establishing a separate subcommittee devoted to conference planning, an idea that was well received. The Board applauded Ms. Lanier for all of her hard work in relation to both the subcommittee and the MAGIC conferences.

**Technology** - In the absence of a subcommittee chair, others were invited to provide an update or input. Gary Irish reminded everyone that Robert MacArthur had expressed interest in this particular area. Gene Trobia added that he had received some interesting E-mail about looking at data on line.

**FGDC/AGIC RELATIONSHIP** - Gene Trobia shared copies of a letter that was sent to Nancy Tosta, as instructed during the November Board meeting. Summarizing the key points, he assured the Board that he and Gary Irish made every effort to incorporate all of AGIC's major concerns into the correspondence.

**NSGIC Annual Meeting** - Gene Trobia and Gary Irish explained that the 1996 NSGIC annual meeting will be held in Tucson around the middle of September. NSGIC staff members are making all of the hotel arrangements but asked for input regarding any potential keynote speakers in the state. Suggestions may be submitted through Gary Irish, Gene Trobia, Chris English, or any of the other committee members. The search is not limited to Arizona. Organizers are looking primarily for someone who is inspiring and can hold people's interest. Experience in GIS is not essential. One year the keynote speaker was, in fact, an astronaut.

NSGIC organizers also asked whether AGIC might want to give a presentation on what is going on in Arizona. Gene Trobia noted that the timing might not be ideal, given that AGIC normally holds a Board meeting in September. Jon Chase wondered if any thought had been given to combining with MAGIC '96, but others pointed out that the two events might not fit together well. GIS conferences sometimes vary greatly. The Four Corners conference, for example, is strictly a vendor-oriented ARC/INFO affair. Others (e.g., URISA, AM/FM, and GIS/LIS) are aimed at technical people while NSGIC tends to focus more on FGDC and other policy issues. MAGIC falls somewhere in the middle. Sally Lanier added that vendors involved in the MAGIC conference insist on having that event held in Phoenix. She said AGIC could, however, present essentially the same 60- to 90-minute overview that was offered during the 1995 GIS/LIS conference. The Board ultimately approved a motion from Seth Franzman, seconded by Larry Fellows, in favor of requesting that one session during the NSGIC meeting be devoted to AGIC and Arizona issues.

NSGIC generally funds its annual event through corporate contributions of \$4,000 to \$6,000 each. This year local vendors may also be invited to sponsor coffee breaks and other portions of the annual meetings, at a cost of \$300 to \$1,200 each. Consequently, this might be a good opportunity for vendors to participate without spending a large amount of money. Board members were also encouraged to attend but were advised to keep in mind that, while it is natural to have more participants from the host state, it probably would not be appropriate to send a large number of technical people to this particular event. Anyone interested in attending may contact Gary Irish or Gene Trobia for a list of topics.

**MISCELLANEOUS ANNOUNCEMENTS** - No additional announcements were offered at this point.

**CALL TO THE PUBLIC** - Dale Steele asked if anyone else had received an offer regarding proceedings from the GIS law conference that was held at Arizona State University (ASU). Gary Irish responded affirmatively but said there appeared to be a charge. Gene Trobia suggested that anyone interested in obtaining the proceedings contact either Gary Irish or Dale Steele. He added that it was a very good conference on legal issues.

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NEXT MEETING - Mr. Trobia announced that the next Board meeting is scheduled to begin at 1:30 p.m. on Thursday, March 7 at the same location (large conference room, basement, 1600 W. Monroe, Phoenix). The meeting was adjourned at 3:26 p.m.